

## **JOB ANNOUNCEMENT**

### **IOSHA Inspector – Construction**

**AGENCY:** Indiana Department of Labor

**JOB POSTING ID:** 600929

**APPLY BEFORE:** February 1, 2016

**LOCATION:** Muncie

**HIRE SALARY:** \$36,374

**TO APPLY:** [www.careers.IN.gov](http://www.careers.IN.gov)

#### **JOB DESCRIPTION**

**NOTE: Position functions primarily in an assigned area in and around Muncie, Indiana.**

Incumbent works as a Compliance Safety and Health Officer (CSHO) within the Indiana Department of Labor's IOSHA division – Construction Safety section. This position is an essential component of the agency, as IOSHA is responsible for ensuring the safety and health of Indiana workers.

#### **RESPONSIBILITIES**

- Conduct assigned inspections: formal and non-formal complaints, referrals, emphasis-related contact, threats of imminent danger, and fatalities and catastrophes;
- Inspect construction sites to recognize and evaluate safety and health conditions per IOSHA regulations;
- Hold opening conferences with company owners and/or management to advise them as to the inspection process and to gather relevant safety program and/or training materials and information;
- Collect and analyze data and compare such to appropriate established safety and health regulations; document findings through notes, sketches, photographs, etc;
- Create detailed, accurate and timely technical reports for the supervisor for administrative and regulatory action; enter data into the Federal NCR application and/or system;
- Interview employees as appropriate to gather job-specific information and caution them on safety hazards;
- Conduct closing conferences with company owners and/or management to provide them with a summary of their inspection findings, discuss abatement, etc;
- Complete accurate and timely records and reports related to travel, work schedule and work activities.
- Refer non-Construction-related hazards or issues to other IDOL divisions as appropriate;

- Interact with federal, state and local safety, environmental, and health agencies in enforcement activities;
- Attend staff meetings and present as requested;
- Complete other duties, special projects and training as assigned.

## **PREFERRED EXPERIENCE**

- Five (5) years work experience in a construction (preferred) or an industrial environment; at least (1) one year of the required experience must include experience involving identification of safety and health hazards in a construction or an industrial environment; or participation in the formulation of construction or industrial safety rules; or accredited college training in a related field.
- Must undergo an annual physical/medical evaluation to ensure physically able to carry out the essential functions of the position;
- Ability to carry sometimes heavy and awkward equipment, and to walk, climb, stand, crouch while carrying sampling and measuring devices and wearing protective clothing, including respirators;
- Ability to work in unpleasant and hazardous conditions, including noise and toxic chemicals, during inspections/investigations;
- Broad knowledge of training techniques relating to occupational health and safety subject matters;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- Ability to conduct inspections and further investigations and to prepare administrative reports for use as basis for recommendations for further action;
- Ability to maintain working cooperative relationships and ability to manage difficult situations with utmost professionalism; ability to maintain confidentiality;
- Excellent verbal communication skills; ability to speak in a professional and concise manner;
- Ability to use computer.